



BILL HASLAM
Governor

TENNESSEE BUREAU OF INVESTIGATION

901 R.S. Gass Boulevard
Nashville, Tennessee 37216-2639
(615) 744-4000
TDD (615) 744-4001



MARK GWYN
Director

May 1, 2017

To: DIDD Providers

From: Lisa King, Fee Programs Unit Supervisor

Re: Volunteer and Employee Criminal History (VECHS) Agreements

The National Child Protection Act (NCPA), as amended, encourages states to effect national background check procedures that will enable employers to learn beforehand, an individual applicant's fitness to care for the safety and well-being of children, the elderly, or individuals with disabilities. Through the Volunteer and Employee Criminal History System (VECHS) program, the Tennessee Bureau of Investigation (TBI) and the Federal Bureau of Investigation (FBI) provide state and national criminal history record information on applicants, employees, and volunteers to qualified organizations (not individuals) in Tennessee. With this criminal history information, the organizations can more effectively screen current and prospective volunteers and employees who are not suitable for contact with children, the elderly, or the disabled.

To be qualified to participate in the VECHS program, an organization (public, private, profit, or non-profit) must provide "care" or "care placement services", as defined in the above laws, to children, the elderly, or the disabled.

The VECHS program is **not** available to organizations currently required to obtain criminal history record checks on their employees and/or volunteers under other statutory (Tennessee Code Annotated) provisions, such as daycare centers. Such organizations must continue to follow the statutory mandates that specifically apply to them, including performing background checks on prospective employees and/or volunteers and maintaining background information for current employees and volunteers. **VECHS and non-VECHS employers should also have on file, for each employee/volunteer, a signed Criminal History Waiver Agreement.** If you do not have this waiver on file, one is attached to this email. Please have each employee or volunteer complete the form, including your entity information and return one copy to TBI. Documents may be faxed to 615-744-4653 or emailed to Brandy.Frisbee@tn.gov **Please return ALL pages of the form.**

To become a qualified organization and obtain criminal history record information through the VECHS program at the TBI, an organization will need to do the following:

- Submit an Qualified Entity application to TBI explaining what functions the organization performs that serve children, the elderly or disabled persons;
- Sign an agreement that the criminal history information will only be used to screen employees and volunteers of that organization for employment purposes;
- Submit a completed Fee Programs Contact form;

If you are unsure as to whether your agency is a VECHS or non-VEHCS entity, please contact the Fee Programs Unit at 615-744-4071.



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